

# MEMORANDUM

## State of Alaska

Department of Transportation & Public Facilities  
Statewide Design & Engineering Services Division

TO: Jeff Ottesen, Director  
Division of Program Development

DATE: December 28, 2005

TELEPHONE: 465-2960

FAX: 465-2460

TEXT TELEPHONE: 465-3652

Rec. 12/29/05  
SW

FROM: Gary Hogins, Chief Engineer *GH*  
Division of Engineering Services

SUBJECT: 2006 - 2008 Draft STIP

The following are comments regarding the draft 2006 – 2008 STIP:

Establish project entitled Statewide: E-Documents. Attached is correspondence describing the scope of the work.

<u>2006</u>	<u>2007</u>	<u>2008</u>
\$300,000	\$400,000	\$400,000

- ☐ Increase by 100.0/year Statewide: National Highway Institute Training (ID 6452)
- ☐ Increase Phase 2 from 185.0 to 205.0/year for Statewide: Bridge Management System (ID 6454)
- ☐ Reduce by 420.0 in FY 2006 Statewide: Bridge Scour Monitoring and Retrofit Program (ID 12579)
- ☐ Increase by 300.0/year Statewide: Research Program (ID 6451)
- ☐ Add 1.0 to Phases 3 and 7 to Statewide: Culver Repair and Replacement Project (ID 13239) as place holders

There is not an offset offered for the requested increase for the research program or E-Documents for 2007 and 2008.

Attachments

✓ cc: Carol Taylor, Planning Chief & Surface Program & Budget Manager, DOT&PF

# STATE OF ALASKA

## DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES

STATEWIDE DESIGN & ENGINEERING SERVICES DIVISION  
DESIGN & CONSTRUCTION STANDARDS SECTION

FRANK H. MURKOWSKI, GOVERNOR

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July 21, 2005

Mr. David Miller, Administrator  
Federal Highway Administration  
Alaska Division  
P.O. Box 21648  
Juneau, AK 99802-1648

RE: Right of Way Delivery System (ROWDyS)

Dear Mr. Miller:

In accordance with 23 CFR 420.115 your approval is requested for a modified agreement for an increase of funding for the continuation of work approved by the FHWA for the ROWDyS work package as outlined in the detailed scope document dated April 28, 2000 (attached).

A crucial part of ROWDyS is the management of the many and varied documents used in transportation projects and the permitting function. This spring DOT&PF successfully completed a "proof of concept" document management project; and is now ready to continue with the implementation of work packages outlined in the 2000 ROWDyS scope of work. DOT&PF will move the proof of concept document management project into a statewide production environment - production level hardware and software. In addition, a three-year plan to complete the ROWDyS work scope is proposed:

1. Property Management / Relocation Module - Statewide encroachment inventory adding encroachments into the ROWDyS database. Develop encroachment and relocation tracking, encroachment permitting, workflow of permits; document management - extending the system so that the FHWA staff can access it. (July 2005 - June 2006)
2. Regulations Project - revise the outdated utility regulations as well as adjust the existing driveway, encroachment, and sign regulations. (July 2005 - June 2006)
3. Retrofitting of ePermits with the document management functionality (July 2005 - June 2006)
4. Workflow Module - using the revision of the Right of Way Manual (update mandated to be completed by January 1, 2006) and Encroachment permit processing as a template for process and information centered workflows; in addition the ROW Regions have been asked to propose a workflow they would like to see automated. (July 2005 - June 2006)  
The workflow module will model, manage and monitor administrative and document

Federal Highway  
Administration  
AUG 04 2005  
Juneau, Alaska



based tasks; the goal is to have the workflows used in the context of monitoring the creation, distribution, and retrieval of documents.

5. Appraisal Module – production environment managing appraisal work products, including tracking, versioning, and distribution to various users in and out of the DOT&PF document system (July 2005 – June 2006)
6. Management reporting / ad hoc querying of documents and reports – extend this functionality to the FHWA (July 2006 – June 2007)
7. Plan Preparation Module – tracking and workflow of plans, including versioning and distribution (July 2006 – June 2007)
8. Parcel Acquisition Module – tracking, versioning, and distribution of documents detailing parcel documents, title and survey information (July 2006 – June 2007)
9. State Attorney General Module – allow Alaska Department of Law to access various areas of ROWDyS functionality (July 2006 – June 2007)
10. Project Module – computerized workflow application integrating the tracking, versioning, and distribution of documents; – extend this functionality to the FHWA (July 2007 – June 2008)
11. Utility permits – adding the utility permitting task to ROWDyS (July 2007 – June 2008)

We look forward to your approval to continue this worthwhile project. If you need any additional information please contact me at 465-6958.

Sincerely,



Gary Hogins, P.E.  
Chief Engineer

Approved:



David Miller, Administrator  
Federal Highway Administration  
Alaska Division

## RIGHT RIGHT-OF-WAY DELIVERY SYSTEM (RROWDYS) DETAILED WORK PACKAGES<sup>1</sup>:

1. Design, Program, Implement Applicant Entry and Permit Framework. Begin system programming. Includes permit applicant screens and the basic permits framework. Permits staff will work with 7X to ensure system design is acceptable. Department of Law will provide assistance as necessary on forms, permits, etc. See ID 3 on GANTT chart. This task is FHWA funded.
2. Design, Program, Implement HEP/REC Permits. Programming for Highway Event Permit and Roadway Encroachment and Closure Permit. Includes all detail for both permits. Permits staff and HQ right-of-way staff will work with 7X to ensure system design is acceptable. See ID 4 on GANTT chart. This task is FHWA funded.
3. Design, Program, Implement Signs Permits. Programming for Signs Permits. Includes all detail for permits. Permits staff and HQ ROW staff will work with 7X to ensure system design is acceptable. See ID 5 on GANTT chart. This task is FHWA funded.
4. Design, Program, Implement Driveway Permits. Programming for Driveway Permit. Includes all detail for permit. *After completion of this task, the permits system will be fully operational.* Permits staff and HQ right-of-way staff will work with 7X to ensure system design is acceptable. See ID 6 on GANTT chart. This task is FHWA funded.
5. Finalize System Requirements Specification Documentation. Finalize all system requirements specifications for right of way project development activities. Deliverable for this task will be a several hundred-page document with details on system fields and activities, which is the basis for the final system design and programming. Right of way staff will work with 7X to ensure that the document reflects the Department's needs. See ID 11 on GANTT chart. This task is FHWA and FAA funded.
6. Design, Program, Implement "Project" Module. Begin system design for right of way project development portion of system. This is the first intensive effort by 7X to design, program, and deliver a portion of the computerized workflow application. It will include many interfaces, including a link to the Management Reporting System, project specific information, and administrative items such as task lists, user profiles, and levels of authority in the system. Regional and HQ right-of-way staff will work with 7X to ensure system design is functional. See ID 12 on GANTT chart. This task is FHWA and FAA funded.
7. Design, Program, Implement "Extended Interfaces" Module. System design for the second part of right of way project development portion of system. It includes many interfaces, including ad hoc querying; management reporting; routine reporting; scope, schedule, budget information; interfaces with external users such as contractors; most required forms and documents for the system; and a title repository. Regional and HQ right-of-way staff will work with 7X to ensure

<sup>1</sup> Work package numbers correspond to task numbers in detailed budget.



system design is functional. See ID 13 on GANTT chart. This task is FHWA and FAA funded.

8. Design, Program, Implement "Parcel" Module. System design for the third part of right of way project development portion of system. It includes interfaces such as detail on each parcel, and title and survey information. After this module is complete, the system will be functional to at least some degree, and staff will be able to begin doing their work directly on the system, eliminating a large amount of paperwork in the process. *This is a project milestone, in that the system will begin to provide direct benefits for aviation and highway project development.* Regional and HQ right-of-way staff will work with 7X to ensure system design is functional. See ID 14 on GANTT chart. This task is FHWA and FAA funded.
9. Design, Program, Implement "Workflow" Module. System design for the fourth part of right of way project development portion of system. It includes interfaces such as work queue management and elevation as well as workflow management, to move projects forward in development among staff members (eliminating further paperwork). This module adds another level of functionality to the system, as when it comes on line, staff will be able to immediately use it. Regional and HQ right-of-way staff will work with 7X to ensure system design is functional. See ID 16 on GANTT chart. This task is FHWA and FAA funded.
10. Design, Program, Implement "Plan Preparation" Module. System design for the fifth part of right of way project development portion of system. It includes interfaces for all right-of-way engineering work and a simple interface with design. This module adds another level of functionality to the system, and is the first major functional group element to be developed. This module represents workflow for a flowchart that is approximately 12 feet long when printed out. Regional and HQ right-of-way staff will work with 7X to ensure system design is functional. See ID 17 on GANTT chart. This task is FHWA and FAA funded.
11. Design, Program, Implement "Preaudit" Module. System design for the sixth part of right of way project development portion of system. It includes interfaces for the financial management of project development work in right-of-way. This module adds another level of functionality to the system, and is the second major functional group element to be developed. This element will greatly ease the work of our preaudit staff, and improve the efficiency of communication and workflow between the preaudit and finance sections in the Department. It also includes payment processing. Regional and HQ right-of-way staff will work with 7X to ensure system design is functional. See ID 18 on GANTT chart. This task is FHWA and FAA funded.
12. Design, Program, Implement "Appraisal" Module. System design for the seventh part of right of way project development portion of system. It includes interfaces for all appraisal work. This module adds another level of functionality to the system, and is the third major functional group element to be developed. This element will provide a centralized location for appraisals in the Department, improving our records and sources for appraisal information. It may also include a method for private sector appraisers to get reports from our records. Regional and HQ right-of-way staff will work with 7X to ensure system design is functional. See ID 19 on GANTT chart. This task is FHWA and FAA funded.



13. Design, Program, Implement "Acquisitions/Negotiations" Module. System design for the eighth part of right of way project development portion of system. It includes interfaces for all acquisitions and negotiations work in project development. This module adds another level of functionality to the system, and is the fourth major functional group element to be developed. This element houses the workflow management and record-keeping associated with negotiating with property owners, and the sometimes cumbersome process of property acquisition. Regional and HQ right-of-way staff will work with 7X to ensure system design is functional. See ID 20 on GANTT chart. This task is FHWA and FAA funded.
14. Design, Program, Implement "Relocation/Property Management" Module. System design for the ninth part of right of way project development portion of system. It includes interfaces for the all relocations and property management work in project development. This module adds another level of functionality to the system, and is the fifth and final major functional group element to be developed. This element houses the workflow management and record-keeping associated with relocating property owners or others (lessees, etc.), and short and long term property management of airport and highway rights-of-way. Regional and HQ right-of-way staff will work with 7X to ensure system design is functional. See ID 21 on GANTT chart. This task is FHWA and FAA funded.
15. Design, Program, Implement "Attorney General" Module. System design for the tenth and final part of right of way project development portion of system. It includes interfaces for the Department of Law attorneys to be able to access the system as necessary. Regional and HQ right-of-way staff and the Department of Law will work with 7X to ensure system design is functional. See ID 22 on GANTT chart. This task is FHWA and FAA funded.
16. Remove Illegal Signs. This task involves planning for removal of the approximately 200 illegally permitted or leased signs in the highway right of way throughout the state. It includes funds for Department of Law support during the planning process, to ensure that we communicate accurately with permittees and lessees regarding their legal rights and our legal requirements. A separate project in the STIP provides funds for the actual removal and reimbursement of the signs. See ID 24-28 on GANTT chart. This task is FHWA funded.
17. Implement New Regulations. This task involves orientation and preparation of policies, permits, and applications for the regulations that were adopted in March and April, 2000. Regional right-of-way staff and a Department of Law attorney will conduct this work. See ID 29-31 on GANTT chart. This task is FHWA funded.
18. Draft and Adopt Signs Regulations. This task involves scoping, drafting, reviewing, revising, and accepting public comment on revised signs regulations to clarify many of the Department's sign permitting programs. The final deliverable is adopted regulations. HQ and regional right-of-way staff and a Department of Law attorney will conduct this work. See ID 32-40 on GANTT chart. This task is FHWA funded.
19. Assess and Pursue Needed Statutory Fixes. This task involves making a determination regarding the need for any statutory fixes for right-of-way. It includes drafting the proposed statutory changes, if any, and seeing them through



the legislative process. HQ and regional right-of-way staff and a Department of Law attorney will conduct this work. See ID 41-45 on GANTT chart. This task is FHWA and FAA funded.

20. Draft and Adopt Adjusted Fee Regulations. This task involves performing a time study of our permitting processes once the new system is running, to determine the actual time required to process a typical permit (of each type). This analysis will be followed by a regulations adoption process to ensure that our fees reflect our actual costs of doing business. HQ and regional right-of-way staff and a Department of Law attorney will conduct this work. See ID 46-51 on GANTT chart. This task is FHWA funded.
21. Communications on Project, Near Term. This task involves creating brochures for the public and conducting an orientation on the recently adopted regulations. HQ and regional right-of-way staff and a Department of Law attorney will conduct this work. See ID 53-56 on GANTT chart. This task is FHWA funded.
22. Revise Right-of-Way Manual. This task involves completely revising the right-of-way manual to reflect recent changes in federal law and regulations and state regulations and policies; it also includes revising the manual to include information on how to use the new computer system. This task will largely be completed by HQ right-of-way staff, with regional staff reviewing and commenting on drafts. See ID 58-61 on GANTT chart. This task is FHWA and FAA funded.
23. Create User Support Documentation for System. This task involves preparing materials for staff and external users to efficiently operate their new system, and documenting ways of using the system. This work will feed into the revisions to the right-of-way manual. This task will be completed by HQ and regional right-of-way staff. See ID 68-71 on GANTT chart. This task is FHWA and FAA funded.

The tasks on the GANTT chart that are not referenced above include management duties that are carried out on an ongoing basis by the project manager, or have been completed prior to the preparation of this revised scope.

	State FY01	State FY02	State FY03	State FY04	State FY05	FY TOTALS
Database Design, Program, Implement (Task 1, 5 & 23)	\$111,842	\$0	\$0	\$0	\$0	\$111,842
Workflow - All Modules (Task 9 & 21)	\$117,890	\$0	\$0	\$0	\$0	\$117,890
Sign / Driveway / HEP-REC Permits (Task 2, 3, 4, 9, 21 & 23)	\$452,006	\$54,023	\$92,804	\$15,286	\$0	\$614,119
Pre-Audit (Task 6, 7, 8, 9, 11, 21 & 23)	\$7,547	\$0	\$32,049	\$115,020	\$0	\$154,616
Document Management (Task 1, 9, 21 & 23)	\$45,250	\$0	\$0	\$30,000	\$158,938	\$234,188
Regulations (Task 17, 18, 19 & 20)	\$10,842	\$0	\$0	\$0	\$0	\$10,842
Right of Way Manual (Task 21 & 22)	\$28,440	\$0	\$29,944	\$6,050	\$0	\$64,434
IT / Staff / Commodities / Licenses / Maintenance	\$338,467	\$141,200	\$325,609	\$355,507	\$23,400	\$1,184,183
Utility Permits (Task 1, 5, 9 & 23)	\$0	\$0	\$40,480	\$0	\$0	\$40,480
Relocation & Property Management Module (Task 4, 9 & 23)	\$0	\$0	\$0	\$0	\$0	\$0
Appraisal Module (Task 9, 12 & 23)	\$0	\$0	\$0	\$0	\$137,579	\$137,579
Plan Preparation Module (Task 9, 10 & 23)	\$0	\$0	\$0	\$0	\$0	\$0
Acquisition / Negotiations Module (Task 9 & 13)	\$0	\$0	\$0	\$0	\$0	\$0
Attorney General Module (Task 9, 15 & 23)	\$0	\$0	\$0	\$0	\$0	\$0
<b>Totals</b>	<b>\$1,112,284</b>	<b>\$195,223</b>	<b>\$520,886</b>	<b>\$521,863</b>	<b>\$319,917</b>	<b>\$2,670,173</b>

Task 1 Design, Program, Implement Applicant Entry and Permit Framework

Task 2 Design, Program, Implement HEP/REC Permits

Task 3 Design, Program, Implement Signs Permits

Task 4 Design, Program, Implement Driveway Permits

Task 5 Finalize SRS Documentation

Task 6 Design, Program, Implement "Project" Module (include MRS, Admin, Project Info)

Task 7 Design, Program, Implement "Extended interface" Module (includes Queries, SSB, Reports, External Interfaces, Mgmt Reporting)

Task 8 Design, Program, Implement "Parcel" Module (includes Parcel Detail, Title, Survey Info)

Task 9 Design, Program, Implement "Workflow" Module (includes Work Queue and Workflow)

Task 10 Design, Program, Implement "Plan Preparation" module (include ROW engineering, Simplified Design Project Manager)

Task 11 Design, Program, Implement "PreAudit" Module (include PreAudit, Finance, Payment Processing)

Task 12 Design, Program, Implement "Appraisal" Module (includes Appraisal Interface and Repository, Contract Assessor Database)

Task 13 Design, Program, Implement "Acquisitions/Negotiations" Module

Task 14 Design, Program, Implement "Relocation/Property Management" Module

Task 15 Design, Program, Implement "Attorney General" Module

Task 16 Remove Illegal Signs

Task 17 Implement New Regulations

Task 18 Draft and Adopt Signs Regulations

Task 19 Assess and Pursue Needed Statutory Fixes

Task 20 Draft and Adopt Adjusted Fee Regulations

Task 21 Communications on Project, Near Term

Task 22 Revise Right of Way Manual

Task 23 Create User Support Documentation for System



## ROWdyS Current Status

done/continue to next phase	Task 1 Design, Program, Implement Applicant Entry and Permit Framework
done	Task 2 Design, Program, Implement HEP/REC Permits
done	Task 3 Design, Program, Implement Signs Permits
done	Task 4 Design, Program, Implement Driveway Permits
done	Task 5 Finalize SRS Documentation
in progress	Task 6 Design, Program, Implement "Project" Module (include MRS, Admin, Project Info)
in progress	Task 7 Design, Program, Implement "Extended interface" Module (includes Queries, SSB, Reports, External Interfaces, Mgmt Reporting)
not started	Task 8 Design, Program, Implement "Parcel" Module (includes Parcel Detail, Title, Survey Info)
not started	Task 9 Design, Program, Implement "Workflow" Module (includes Work Queue and Workflow)
not started	Task 10 Design, Program, Implement "Plan Preparation" module (include ROW engineering, Simplified Design Project Manager)
done/continue to next phase	Task 11 Design, Program, Implement "PreAudit" Module (include PreAudit, Finance, Payment Processing)
in progress	Task 12 Design, Program, Implement "Appraisal" Module (includes Appraisal Interface and Repository, Contract Assessor Database)
not started	Task 13 Design, Program, Implement "Acquisitions/Negotiations" Module
not started	Task 14 Design, Program, Implement "Relocation/Property Management" Module
not started	Task 15 Design, Program, Implement "Attorney General" Module
done	Task 16 Remove Illegal Signs
in progress	Task 17 Implement New Regulations
done/continue to next phase	Task 18 Draft and Adopt Signs Regulations
in progress	Task 19 Assess and Pursue Needed Statutory Fixes
in progress	Task 20 Draft and Adopt Adjusted Fee Regulations
in progress	Task 21 Communications on Project, Near Term
in progress	Task 22 Revise Right of Way Manual
in progress	Task 23 Create User Support Documentation for System

ID	i	Task Name	Start	2006				2007				2008	
				Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4	Qtr 1	Qtr 2	Qtr 3	Qtr 4
1		Regulations Project Task 17, 19, 20, 23	Mon 8/1/05										
2		Retrofitting of ePermits w/ EDMS Task 1, 9, 14, 23	Mon 8/1/05										
3		Revise ROW Manual Task 22	Mon 8/1/05										
4		Property Management / Relo Task 1, 14, 23	Mon 10/24/05										
5		Workflow Task 1, 9, 23	Mon 8/15/05										
6		Appraisal / Appraisal Review Task 12, 23	Mon 7/25/05										
7		Management Reporting Task 11, 23	Mon 7/24/06										
8		Plan Preparation Module Task 10, 23	Mon 7/24/06										
9		Parcel Acquisition Module 13, 15, 23	Mon 7/24/06										
10		Attorney General Module Task 15, 23	Mon 7/23/07										
11		Project Module Task 6, 23	Mon 7/23/07										
12		Utility Permits on-lin Task 1, 23	Mon 7/23/07										

Task 1 Design, Program, Implement Applicant Entry and Permit Framework  
Task 2 Design, Program, Implement HEP/REC Permits  
Task 3 Design, Program, Implement Signs Permits  
Task 4 Design, Program, Implement Driveway Permits  
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Task 18 Draft and Adopt Signs Regulations  
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Task 20 Draft and Adopt Adjusted Fee Regulations  
Task 21 Communications on Project, Near Term  
Task 22 Revise Right of Way Manual  
Task 23 Create User Support Documentation for System

Project: Project1  
Date: Thu 7/21/05

Task		Milestone		External Tasks	
Split	.....	Summary		External Milestone	
Progress		Project Summary		Deadline	



# ROWDyS Budget 2006 - 2008

	2006	2007	2008
Regulations Project	\$ 20,000.00		
Retrofitting of ePermits w/ EDMS	\$ 100,000.00		
Property Management / Encroachment Permits	\$ 180,000.00		
Workflow	\$ 80,000.00		
Appraisal and Appraisal Review	\$ 50,000.00		
Management Reporting		\$ 100,000.00	
Plan Preparation Module		\$ 150,000.00	
Parcel Acquisition Module		\$ 150,000.00	
Utility Permits on-line			\$ 160,000.00
Attorney General Module			\$ 100,000.00
Project Module			\$ 150,000.00
<b>Yearly Totals</b>	<b>\$ 430,000.00</b>	<b>\$ 400,000.00</b>	<b>\$ 410,000.00</b>